CHAPTER FIVE

<u>MISHAP DATA REPORTS</u>

Paragraph                                                    Page

501.  <u>GENERAL</u>

This chapter describes the Mishap Data Report (MDR).  It
explains who submits the report and when, how, and why it is
sent.  You may submit MDRS by telephone or by message.  While
the telephone Mishap Data Report provides COMNAVSAFECEN with
timeliest information about the mishap and starts action for
NAVSAFECEN's possible participation in the investigation, a
message Mishap Data Report gets the information to other
interested commands.  Amended message Mishap Data Reports
enhance and correct information submitted in previous message
Mishap Data Reports.

502.  <u>PURPOSE OF MISHAP DATA REPORTS (MDRS)</u>

MDRs inform interested commands of a naval aviation mishap.
They also present preliminary information, and describe mishap

investigation progress.  Reporting custodians may request help with their investigations relief from investigative responsibilities, or extension of deadlines for SIRs.  Do not use MDRs to submit hazard elimination information, such as causal factors, or corrective actions.  Paragraph 404 tells how to submit this kind of safety information immediately following a mishap.

503.  <u>SUBMISSION CRITERIA</u>

All Class A mishaps require a telephone MDR.  All classes of mishaps require a Message MDR.  Any naval command may submit an MDR.

504.  <u>ORIGINATOR</u>

Submitting MDRs is the responsibility of the reporting custodian of the naval aircraft or UAV involved in a mishap.  When commands assume responsibility for investigating and reporting of a mishap from the reporting custodian, the appointing authority of the AMB assumes responsibility for any further reporting.  If aircraft of more than one reporting custodian are involved, the senior command does all the reporting.  Commands must make every effort to immediately notify the reporting custodian so they can commence their mishap reporting responsibilities.  However, if a reporting custodian will be unable to submit required MDRs within the deadlines, the first command which becomes aware of the mishap shall submit the reports or assure themselves the reports will be submitted.  Any doubt? Submit the reports.  Pre-mishap plans of commanders of Navy and Marine Corps air stations must include procedures for submitting telephone and initial message reports for reporting custodians who cannot be contacted right away following a mishap in the air station's area of cognizance.

505.  <u>DEADLINES</u>

   a.  <u>Initial Telephone Mishap Data Reports</u>.  Within 60 minutes of their occurrence, submit initial telephone MDRs on all Class A mishaps to COMNAVSAFECEN.  Provide additional information in subsequent calls as it becomes available.

   b.  <u>Initial Message Mishap Data Reports</u>.  Submit initial message MDRs within 4 hours of the mishap for Class A and B mishaps.  Submit a first amended message MDR, if necessary, and all Class C initial reports, within 24 hours of the mishap.

c.  Amended Message Mishap Data Reports.  Submit additional
amended MDRs as needed to update or correct data in the previous
MDR.  Amended MDRs help inform the endorsing chain of the
progress of the investigation.  Include only new or corrected
information.  Always repeat heading and summary paragraphs.

506.  METHODS OF SUBMISSION

a.  Mishap Data Reports.  Submit MDRs by telephone and
message.

b.  Telephone Mishap Data Reports.  Include this information
in your telephone MDR to COMNAVSAFECEN:

- Reporting Custodian(s)
- Aircraft Type and Bureau Number
- Mishap Location
- Brief Narrative
- Damage
- Injuries and Fatalities
- Points of Contact

Call (DSN) 564-2929, or (collect) 757-444-2929 to report a
mishap.  For other calls to COMNAVSAFECEN, refer to appendix D.

507.  DISTRIBUTION

Address MDRs as appendix 5A or 5B, at the end of this chapter,
directs.  Any naval command may readdress or redistribute MDRs.
AMBs must remember that addressees of SIRs are different from
addressees of MDRs.

508.  NONPRIVILEGED STATUS

MDRs are not safety investigation reports; they are not limited-
use reports, and must not contain any privileged information.
They must contain neither the source of any information, nor any
information from statements made to an AMB, nor any information
discovered as a result of statements made to an AMB, nor any
analysis, conclusions or recommendations of an AMB, nor any
known, probable, or possible causal factors of a mishap.

509.  FOR OFFICIAL USE ONLY

MDRs are FOUO.  Reference (b) provides guidance.

510.  SECURITY CLASSIFICATION

Normally, mishap MDRs and amended mishap MDRs are unclassified. Omit any portion of the report that warrants classification and substitute the word "classified" in its place.  If no meaningful report can be submitted in this fashion, submit a classified report.

511.  <u>MESSAGE PRECEDENCE</u>

Send MDRs required within 24 hours via priority message, and all others routine.

512.  <u>MINIMIZE</u>

Mishap MDRs are exempt from the MINIMIZE restrictions found in ACP 121 (D) US SUPP (B-1) (NOTAL).

513.  <u>MISHAP SERIALIZATION</u>

a.  Assign mishap serial numbers sequentially through each fiscal year for each mishap severity class (Class A, B or C), regardless of category.  Example:  VP-99 has a Class C Flight Mishap in October 1993, it is their first Class C of the fiscal year.  The serial number would be:  "VP-99 CLASS C 01-94 FM." In February 1994 they have a Class C ground mishap.  That mishap serial number would be:  "VP-99 CLASS C 02-94 AGM."

b.  When mishaps involve the aircraft or UAVs of more than one reporting custodian, temporarily assign the appropriate serial numbers of each of the reporting custodians involved. Example:  In FY-93 an A-6 aircraft lands well to the right of the centerline on a carrier landing and hits two parked aircraft - one F-14 and one S-3.  The A-6 received Class B damage, the F-14 received Class A damage and the S-3 received Class C damage. Report as:  "VA-97 CLASS A 01-93 FM (their first Class A FM of the fiscal year), VF-98 CLASS A 03-93 FM (their third Class A FM of the fiscal year); and VS-99 CLASS A 02-93 FM (their second Class A FM of the fiscal year)." COMNAVSAFECEN or the controlling custodian will assign the final serial numbers after accountability for the mishap is determined through the endorsement process.  In the example above, accountability for the mishap rests with VA-97 and the mishap serial number would be:  "VA-97 CLASS A 01-93 FM."  Although VF-98 and VS-99 are not accountable for the mishap, they cannot use their serial numbers again that year.

c.  To change the severity or the category of a mishap, submit an amended MDR with the new classification and explain the change in paragraph 7.  Example:  HC-55 has their third Class C FRM of the fiscal year; HC-55 CLASS C FRM 03-98.  The initial MDR states, "Estimate $180,000 DOD property damage and $7000 A/C damage."  However, the P&E team calculates $21,000 A/C damage (now a FM).  This revised calculation changes the total to $201,000 (now a Class B mishap, their first).  An amended MDR would read, "XXX HC-55 Class B FM 01-98 XXX,"  and contain The AMB's explanation for the revision in paragraph 7.

514.  MISHAP DATA REPORT FORMAT

Use this format to submit MDRs:

a.  Addressees.  See appendixes 5A or 5B at the end of this chapter.

b.  Text.  Include only the information shown in the format below.  See paragraph 508 for constraints on the content of MDRs.

(1) Repeat all material double underlined verbatim in the text of the report.

(2) Use "NA" for any information required by the format which is obviously inappropriate (such as altitude for a ground mishap).

(3) Use "TBA, TBD, or UNK' for any information that is unavailable when the message is released.

(4) Use the term "ESTIMATED" when appropriate.

(5) Submit amended reports whenever new or corrected information become available.  Include paragraph 1 as initially reported plus only those other paragraphs that have changed.  Precede and follow all new or corrected material in the text by the symbol XXX.

(6) Always refer to Navy Tactical Publication (NTP) 3, Telecommunications Users Manual, for the latest message format. Exercise care and follow all US Message Text Format (USMTF) rules.

UNCLAS FOUO //N03750// THIS IS AN (initial, first amended, second amended) GENERAL USE NAVAL AVIATION MISHAP DATA REPORT (-

UAV for UAV mishaps only) (reporting custodian(s), mishap
classification, mishap serial number(s), date of occurrence,
model(s)/series aircraft or UAV, buno(s))/REPORT SYMBOL OPNAV
3750-20 (See Chapter 3 for mishap classification.)

MSGID/GENADMIN/originator/message serial number (not report
serial number)/month//

SUBJ/AVIATION MDR/ //

REF/A/DOC/OPNAVINST 3750.6R/-//
REF/B/DOC/JAGINST 5800.7C/-//
REF/C/(Other references as appropriate).//

NARR/REF A IS THE NAVAL AVIATION SAFETY PROGRAM.  REF B IS THE
JAG MANUAL.  REF C (list other references as appropriate)//

POC/(name of primary point of contact to answer inquiries about
the report)/(rank)/(code)/(location)/TEL:(phone number or
"deployed")/E-MAIL:(E-Mail address)//

RMKS/1.  SUMMARY.  Succinctly summarize the content of the
report, and provide a brief description of the mishap, such as:
aircraft crashed into the water; gear up landing; midair
collision; ran off runway on takeoff; settled into water after
cat shot; etc.  Do not disclose suspected cause factors.

2.  DATA.  List the following information:

    A.  REPORTING ACTIVITY.  Provide the (1) short title, and
(2) UIC of the reporting activity (use squadron or DET short
title and UIC, do not use the ship's short title or UIC).  If
reporting activity is a detachment or composite squadron,
provide (3) parent squadron, (4) parent squadron's UIC.

    B.  AIRCRAFT OR UAV.  List all aircraft or UAVs involved in
the mishap by (1) model/series (for example SH-60F), (2) bureau
number, (3) modex and side number, (4) reporting custodian (this
aircraft or UAV), (5) UIC (this aircraft or UAV), (6)
Operational Flight Program (OFP) and software version (if
applicable to this aircraft or UAV), (7)  Flight Control System
(FCS) and software version (if applicable to this aircraft or
UAV), (8) engine type/model/series, (9) engine serial number.
For DoD aircraft, state which of the following safety systems
were installed in the aircraft, state which of the following
safety systems were installed in the aircraft using the format
"INSTALLED/OPERATIVE" to indicate whether each was installed

and, if so, whether the system was operative and available for use.  Comments regarding system involvement in the mishap shall not be placed here but in SIR paragraphs 10, 11, and 12; and indicated as privileged. (10) GPWS (an Ground Proximity Warning Systems using altitude measuring devices and computer generated information to predict and warn of impending ground/water collision, CAS (collision avoidance warning systems - e.g., TCAS), PREDICTIVE MATERIAL FAILURE WARNING SYSTEM (any system installed to monitor the health of aircraft equipment and warn of impending failure prior to flight or in time to safely land), SURVIVABLE FLIGHT INFORMATION COLLECTION SYSTEM (data, voice, and video recorders that either deploy prior to impact, are hardened to survive impact, or provide continuos telemetry to a ground station), NAVIGATION SYSTEM INTEGRATED GPS (systems where GPS is integrated with the aircraft's navigation computer).  If the involved aircraft is in a composite squadron, including the following (11) parent squadron/reporting custodian, (12) UIC of parent squadron/reporting custodian.

    C.  INVOLVED EQUIPMENT.  Name of aircraft or UAV parts and other equipment (not aircraft or UAV parts) involved in the mishap:  (1) model, (2) make, (3) part number, (4) equipment code (as applicable), (5) configuration (DCBs or ASCs installed, version, etc), (6) workunit code, (7) any other remarks needed for clarity.

    D.  ENVIRONMENT.  List

        (1) DATE:  Date

        (2) TIME:  Local time

        (3) ZONE:  Local time zone

        (4) CONDN:  Day or night

        (5) LOCN:  Describe the location geographically.  Use geographic area, body of water, nearest city, town, or a significant landmark.  (Examples:  San Diego, CA; Eastern Med.) If the location is aboard a ship, give the geographic location of the vessel here; not the identity of the ship.

           (A) LATD:  Latitude in 6 digit format, DDMMSS, followed by a space and "N" or "S."  Fill left-most "DD" digits with zeros when appropriate and fill right most positions with X's where the precision of the figure does not extend the full six digits.

(B) LONG:  Longitude in 7 digit format, degrees, minutes, seconds (DDDMMSS), followed by a space and "E" (east) or "W" (west).  When either minutes or seconds cannot be determined, then use "X" not "0," i.e., 085XXXX W.

(C) STATE:  State, province, or political subdivision (Kansas, Manitoba, or Fukuoka Prefecture) where mishap is located.

(D) COUNTRY:  Self-explanatory

(E) FACILITY:  Where the facility is a ship, include name, followed by a slash and class - hull number.  (Example: USS KENNEDY/CV-67, NAS OCEANA VA.)  If mishap did not occur in vicinity of an identifiable facility, state "NA."

(F) NAVAID:  Identifier of nearest named airfield, air navigation facility (NAVAID), or ship.  Use ICAO identifier where applicable.

(G) BRG:  Bearing – 001-360 degrees

(H) DIST:  xxx.x nautical miles

(I) AIRSPACE:  Type of airspace (if airspace is a designated or numbered, Warning, Alert, a military operating area, or the like, include the number designation).  If mishap occurred with intent for flight (as defined in paragraph 306) before the aircraft left the ground, state type of airspace immediately overhead.  If the mishap occurred on the ground without intent for flight, state "ON DECK."

(J)  MISHAP SITE ELEVATION:  Terrain elevation above mean sea level in feet; depth of water if submerged.

(K) MISHAP/EMERGENCY ALTITUDE:  MSL/AGL.  Provide altitudes as appropriate for the mishap location, of other than at the surface, or for the location at the time of onset of the emergency precipitating the mishap.

(6) WX AS BRIEFED:  Provide data regarding forecast weather and brief utilization for the time and location of the mishap.  Provide either surface or aloft data as deemed most appropriate to the mishap location.  Note that the value "Not Applicable", where provided as a selection, is primarily intended for use in reporting hazardous events/conditions not

involving flight or flight planning/preparation for which
environmental conditions were not pertinent.

(A) BRIEFED BY:  Select one from the following:
FORECASTER; BRIEFER; PILOT; OTHER:  (Describe); UNKNOWN; NOT
APPLICABLE.

(B) BRIEFING UTILIZATION:  Select one from the
following:  USED; NOT USED; NOT AVAILABLE; UNKNOWN; NOT
APPLICABLE.

(C) AIR TEMP:  Provide the forecast ambient air
temperature in degrees Fahrenheit.

(D) RELATIVE HUMIDITY:  State the forecast
percentage of relative humidity.

(E) DEWPOINT:  Provide the forecast dewpoint in
degrees Fahrenheit.

(F) WATER TEMP:  Provide the forecast or briefed
water/sea surface temperature in degrees Fahrenheit, or state
"NA".

(G) WIND DIRECTION:  Provide the forecast wind
direction in degrees; if light and variable, state "0".

(H) WIND VELOCITY:  Provide the forecast wind
velocity in knots; if light and variable, state "99".

(I) WIND GUSTS:  Provide the forecast velocity of
wind gusts or "NONE FORECAST", as appropriate.

(J) CEILING:  Provide, in hundreds of feet, the
forecast altitude AGL of the lower boundary of the first cloud
layer classified as either broken or overcast.  If none is
forecast state "NONE FORECAST".

(K) SKY CONDITION:  Describe, in weather sequence
format, the forecast altitude and type of all cloud layers.

(L) HORIZON:  Describe the forecast horizon
conditions by selecting one from the following:  VISIBLE;
OBSCURED; PARTIALLY OBSCURED; UNKNOWN; NOT APPLICABLE.

(M) VISIBILITY:  State the forecast visibility in
statute miles.  If CAVU or unrestricted, state "99".

(N) OBSTRUCTIONS TO VISION:  Describe all forecast/briefed obstructions by selecting from the following all that apply:  DUST; FOG; ICE FOG; GROUND FOG; HAZE; SMOKE; PRECIPITATION; BLOWING DUST; BLOWING SAND; BLOWING SPRAY; BLOWING SNOW; CLOUDS; OTHER:  (specify).

(O) ALTIMETER SETTING:  Provide the forecast altimeter setting in inches of mercury for either the time and location of the mishap or for the location of the nearest official weather facility.

(P) ICING:  Provide any forecast icing conditions or state "NONE FORECAST".

(Q) PRECIPITATION:  Provide all forecast/briefed precipitation conditions by selecting from the following all that apply:  DRIZZLE; LIGHT RAIN; HEAVY RAIN; HAIL; SLEET; LIGHT SNOW; HEAVY SNOW; FREEZING RAIN; FREEZING DRIZZLE; OTHER: (specify).

(R) EXTREME WX:  Provide any forecast/briefed extreme weather conditions by selecting from the following all that apply:  TURBULENCE (IMC); CLEAR AIR TURBULENCE; GUSTY WINDS; TORNADO/WATERSPOUT; WIND SHEAR; HURRICANE/TYPHOON; THUNDERSTORM; SEVERE THUNDERSTORM; LIGHTNING; OTHER:  (specify).

(S) BRIEFING ACCURACY:  Indicate whether the actual weather varied substantially from the forecast conditions by selecting one from the following:  SUBSTANTIALLY CORRECT; CONSIDERABLY BETTER THAN FORECAST; CONSIDERABLY WORSE THAN FORECAST; UNKNOWN; NOT APPLICABLE.

(7) WX - PREVAILING.  Provide data defining the actual prevailing weather conditions at the time and location of the mishap.  Provide either surface or aloft data as deemed most appropriate to the mishap's location.  Note that the value "Not Applicable", where provided as a selection, is primarily intended for use in reporting mishaps not involving flight or flight planning/preparation and for which environmental conditions were not pertinent.  E.g., during aircraft wash person falls and receives permanent partial disability.  Weather and flight planning were not applicable.

(A) AIR TEMP:  Provide the prevailing ambient air temperature in degrees Fahrenheit.

(B) RELATIVE HUMIDITY:  State the percentage of relative humidity.

(C) DEWPOINT:  Provide the prevailing dewpoint in degrees Fahrenheit.

(D) WATER TEMP:  Provide the water/sea surface temperature in degrees Fahrenheit, or state "NA".

(E) WIND DIRECTION:  Provide the prevailing wind direction in degrees; if light and variable, state "0".

(F) WIND VELOCITY:  Provide the prevailing wind velocity in knots; if light and variable state "99".

(G) WIND GUSTS:  Provide the prevailing velocity of wind gusts or "NONE FORECAST", as appropriate.

(H) CEILING:  Provide, in hundreds of feet, the altitude AGL of the lower boundary of the first cloud layer classified as either broken or overcast.  If none exists, state "NONE PRESENT".

(I) SKY CONDITION:  Describe, in weather sequence format, the altitude and type of all cloud layers.

(J) HORIZON:  Select one from the following: VISIBLE; PARTIALLY OBSCURED; OBSCURED; UNKNOWN; NOT APPLICABLE.

(K) VISIBILITY:  Provide the prevailing visibility in statute miles.  If CAVU or unrestricted, state "99".

(L) OBSTRUCTIONS TO VISION:  Select from the following all that apply:  DUST; FOG; ICE FOG; GROUND FOG; HAZE; SMOKE; PRECIPITATION; BLOWING DUST; BLOWING SAND; BLOWING SPRAY; BLOWING SNOW; CLOUDS; OTHER:  (specify).

(M) ALTIMETER SETTING:  Provide the barometric pressure in inches of mercury for either the time and location of the mishap or for the location of the nearest official weather facility.

(N) ICING:  Provide any icing conditions present or state "NONE PRESENT".

(O) PRECIPITATION:  Describe the prevailing precipitation conditions by selecting from the following all

that apply:  DRIZZLE; LIGHT RAIN; HEAVY RAIN; HAIL; SLEET; LIGHT
SNOW; HEAVY SNOW; FREEZING RAIN; FREEZING DRIZZLE; OTHER:
(specify).

   (P) EXTREME WX:  Describe any existing extreme
weather conditions by selecting from the following all that
apply:  TURBULENCE (IMC); CLEAR AIR TURBULENCE; GUSTY WINDS;
TORNADO/WATERSPOUT; WIND SHEAR; HURRICANE/TYPHOON; THUNDERSTORM;
SEVERE THUNDERSTORM; LIGHTNING; OTHER:  (specify).

   (Q) RUNWAY CONDITION:  Describe the takeoff/landing
surface condition by selecting from the following all that
apply:  NOT APPLICABLE; WET; SLUSH; LOOSE SNOW; PACKED SNOW;
ICE; PATCHY; SANDED; OILY; UNPREPARED; OTHER:  (specify);
UNKNOWN.

   (R) METEOROLOGICAL COMMENTS:  Briefly describe any
additional environmental/meteorological information deemed
pertinent to the mishap.

 E.  SAFETY PROGRAMS.  Provide the following dates for the
squadron assigned primary reporting responsibility:  (1)
Commanding Officer attended Aviation Command Safety Course, (2)
Aviation Safety Officer (ASO) attended Aviation Safety Officers
Course, and (3) last NAVSAFECEN safety survey.  If the CO or ASO
have not attended either course, insert HAS NOT ATTENDED.

3.  CIRCUMSTANCES.  List the following information, as
applicable:

 A.  ORIGIN.  Provide the name of the departure ship or
airfield.  If takeoff location was neither a ship nor an
airfield, provide latitude and longitude to the nearest minute.

 B.  MISSION.  State aircraft or UAV mission in plain
language.

 C.  TOTAL MISSION REQUIREMENT CODE.  Use codes listed in
OPNAVINST 3710.7R.  USMC also use T & R Codes.

 D.  TYPE OF FLIGHT PLAN.  State VFR, IFR, DVFR, etc., and
(if known) if the pilot was or was not in instrument
meteorological conditions at the time of mishap.

 E.  DESTINATION.  List next intended point of landing in the
same manner as 3A above.

F.  AIRCRAFT OR UAV EVOLUTION.  Describe that activity in which the aircraft was involved, i.e., catapult launch, climb, cruise, 30-degree dive, flight deck respot, maintenance, etc.

4.  MISHAP CLASSIFICATION.  State that information upon which mishap classification is based.  See paragraphs 312 and 313.

5.  DAMAGE AND COSTS.  Itemize the aircraft or UAV, equipment, property damage, and costs as follows.

A.  AIRCRAFT OR UAV.  If an aircraft or UAV was destroyed, so state.  If not, describe all aircraft or UAV damage and list cost.  Itemize costs, including hours to repair (refer to chapter 3).  If more than one aircraft or UAV was damaged, list model, bureau number, hours to repair, and cost each separately.

B.  DOD PROPERTY DAMAGE.  Per major item, describe all DOD property damage and list cost.  Describe property damage, and itemize costs, including hours to repair (refer to chapter 3).

C.  NON-DOD PROPERTY DAMAGE.  Describe all non-DOD property damage and itemize cost (refer to chapter 3).

6.  PERSONNEL INFORMATION, INJURIES, AND COSTS.  Provide all information below whether or not injuries are involved.

A.  SOULS ON BOARD.  List total for each aircraft involved.

B.  CREW.  State the total number of crewmembers aboard each mishap aircraft or UAV.  Then, for each crewmember (UAVs include EP - external pilot, IP - internal pilot and PO - payload operator) list the crew duty assigned (e.g., HAC, copilot, flight engineer, etc.).  Designate who was at the controls at the time of the mishap, rank/rate, (do not list names or social security numbers in messages), NEC/designator/MOS, service, parent organization, duty status (refer to chapter 3), injury classification (refer to chapter 3), describe the most significant injuries, days hospitalized and additional days away from work, describe the body part injury and diagnosis, give International Classification of Disease (ICD) code, X-Ray results and pre-existing diseases/defects that contributed to the mishap.  State whether male or female.  State if NVDs were being used.  For the pilot, copilot and NFOs, state total flight hours, hours in model, and flight hours last 30, 60 and 90 days.

C.  TOTAL NUMBER OF PASSENGERS.  List total number of passengers in each mishap aircraft.

(1) <u>INJURED PASSENGERS</u>.  State the total number of injured passengers:  give rank/rate, NEC/designator/MOS, service, specify DOD or non-DOD (refer to chapter 3), parent organization, duty status, injury, describe the most significant injuries, days hospitalized and additional days away from work.

(2) <u>UNINJURED PASSENGERS</u>.  Enter the total number of uninjured passengers in each mishap aircraft.

D.  <u>INJURED NONOCCUPANTS</u>.  Enter the total number of injured nonoccupants, then list all injured nonoccupants.  State the NEC/designator/MOS, service, specify if DOD or non-DOD, duty status, civilian or military, injury, describe the most significant injuries, days hospitalized, and additional days away from work.

E.  <u>AEROMEDICAL ANALYSIS</u> (will or will not) <u>BE SENT</u>.  If not, state why.  See paragraph 716d(3).

7.  <u>MISHAP INVESTIGATION</u>.  Include the following, if applicable:
    - Requests for assistance.  State the nature of help needed, when and where, and the source of the aid, if known.  When requesting assistance from the controlling custodian or from an activity external to that command, begin the request with the phrase <u>FOR</u> (controlling custodian).  Requests for help from activities subordinate to the controlling custodian should be similarly addressed.  Be sure the activity from whom you are requesting aid is an action addressee on the message.  See chapter 6 for information on requesting assistance.
    - Requests for relief from investigative and reporting responsibilities.  See chapter 6 (paragraph 605) for information on requesting relief from investigative and reporting responsibilities.
    - Requests for extensions of SIR deadlines.  See chapter 7 (paragraph 706) for information on requesting extensions of SIR deadlines.
    - Requests for salvage of submerged wreckage.  See paragraph 609c.
    - Location of wreckage, if different from mishap location.
    - Information on progress of the mishap investigation.  See paragraph 508.
    - FAA notification required/date/time notified.  See OPNAVINST 3750.16B.
    - Flight Data Recorder:  recovered/activity where sent/date/which traceable means used.  See subparagraph 716c(7).

- PLAT Tape obtained /activity where sent/date/which traceable means used.  See paragraph 717.
- Tower Tapes or recordings of air control transmissions obtained/date.
- Status of all previously requested EIs.
- Justification for upgrading, downgrading or category changes.  See paragraph 513.

8.  JAG MANUAL INVESTIGATION.  Always include the phrase:  THIS MISHAP (DOES/DOES NOT) MEET THE REQUIREMENTS IN REF B FOR A JAG MANUAL INVESTIGATION.  If appropriate, include the phrase: INVESTIGATION BEGUN, DATE, BY  (convening authority).

9.  AVIATION MISHAP BOARD.  List the rank, name, and command of all the AMB members regardless of their degree of participation in the mishap investigation.  Indicate:  (SENIOR MEMBER).  List DSN, commercial, cell phone and fax numbers for the senior member or the member designated as point of contact to answer telephone inquiries in the POC line above the RMKS line.  If embarked, so state and provide an INMARSAT phone number.
- AIRCRAFT OPERATIONS:
- AIRCRAFT MAINTENANCE:
- AVIATION SAFETY:
- FLIGHT SURGEON:
.   .   .   .   .  etc.  .   .   .   .   .

515.  COMBAT ZONE REPORTS.  All aircraft and UAV mishaps are reportable.  In combat, we must report system and component failures which result in aviation mishaps promptly before problems become detrimental to combat readiness.  It's equally important that we document combat losses, caused by direct enemy action.  Over the years NAVSAFECEN records have been a valuable source of information in the search for and the identification of comrades missing in action.  These records also provide valuable data for research into the design of new combat aircraft.  While much information is collected for many purposes at the time of action, experience shows that NAVSAFECEN records are the ones that endure.  Details, such as extent of damage, systems lost, and the last known altitude and heading of the aircraft play an important role in future attempts to reconstruct and understand the loss.  The definition of "combat zone" for reporting under this instruction is any area designated by the CNO or CMC where extended hostilities occur. There is a Combat Zone Reporting Decision Tree in appendix 5C.

a.  Classify mishaps in a combat zone as either "direct enemy action," "operational" or "unintentional damage to friendly forces."

(1) <u>Direct Enemy Action (DEA)</u>.  Mishaps in which the reporting custodian perceives one of the following conditions exist.  (See appendix 5C).

(a) Damage or loss of aircraft, or injury on the ground, or in the air, by enemy action, fire, or sabotage.

(b) Damage or loss of aircraft, or injury due to evasive action taken to avoid enemy fire.

(c) Aircraft fails to return from a combat mission and there is no evidence that an operational mishap occurred.

(d) DEA mishaps may occur outside an officially designated combat zone.

(2) <u>Operational Mishaps</u>.  All other mishaps not classified as DEA or unintentional damage to friendly forces which occur in the combat zone.

(3) <u>Unintentional Damage to Friendly Forces.</u>  Friendly fire, blue on blue, harm to friendly forces are terms used to describe a circumstance in which members of a U.S. or friendly military force are mistakenly killed, or wounded, or equipment damaged by U.S. or allied forces actively engaged with an enemy, or a presumed enemy.  Do not investigate these incidents under this instruction.

b.  <u>Requirements</u>.  The reporting requirements of this paragraph are the minimum required.  When appropriate, reporting custodians may employ a full AMB and submit more detailed information.  The following reports do not replace reports required by NWP 3-56 (NOTAL):

(1) DEA mishaps require only the standard initial or amended message data report format.  To distinguish DEA mishaps from operational mishaps, include the letters "DEA" in the subject line of the message.  Omit names of pilots, crewmen and passengers on the initial message report.  Include them in the amended message report after notification of the next of kin. Prepare an Aeromedical Analysis if conditions of subparagraph 716d(3) exist.  Include an extended narrative describing the circumstances of the mishap in paragraph 10 of the amended

message.  See appendix I for an example of a DEA MDR.  DEA MDR format follows:

        (2) Repeat, verbatim, all <u>double underlined</u> material in the formats below in the text of the report.

<u>UNCLAS FOUO //N03750// THIS IS AN</u> initial, first amended, second amended) <u>GENERAL USE NAVAL AVIATION DEA MISHAP DATA REPORT</u> (<u>-UAV</u> for UAV mishaps only) (reporting custodian(s), mishap classification, mishap serial number(s), date of occurrence, model(s)/series aircraft or UAV, buno(s))/<u>REPORT SYMBOL OPNAV 3750-21</u> (See Chapter 3 for mishap classification.)

<u>MSGID/GENADMIN/</u>originator/message serial number (<u>not</u> report serial number)/month//

<u>SUBJ/AVIATION DEA MDR//</u>

<u>REF/A/DOC/OPNAVINST 3750.6R/-//</u>
<u>REF/B/DOC/JAGINST 5800.7C/-//</u>
<u>REF/C/</u>(Other references as appropriate)<u>//</u>

<u>NARR/REF A IS THE NAVAL AVIATION SAFETY PROGRAM.  REF B IS THE JAG MANUAL.  REF C</u> (list other references as appropriate)

<u>POC/</u>(name of primary point of contact to answer inquiries about the  report)/(rank)/(code)/(location)<u>/TEL:</u>(phone number or "deployed")<u>/E-MAIL:</u>(E-Mail)<u>//</u>

<u>RMKS/1.  SUMMARY</u>.  In two lines or less, succinctly summarize the report content, and provide a terse description of the mishap, such as aircraft shot down by ground fire; aircraft did not return from interdiction mission, etc.

<u>2.  DATA</u>.  List the following information:

    <u>A.  REPORTING ACTIVITY</u>.  Provide the (<u>1</u>) short title, and (<u>2</u>) UIC of the reporting activity (use squadron or DET short title and UIC, do NOT use ship short title or UIC.  If reporting activity is a detachment or composite squadron, provide (<u>3</u>) parent squadron, (<u>4</u>) UIC of parent squadron).

    <u>B.  AIRCRAFT OR UAV</u>.  List all aircraft or UAVs involved in the DEA by (<u>1</u>) model/series (e.g., SH-60F), (<u>2</u>) bureau number, (<u>3</u>) modex and side number,  (<u>4</u>) reporting custodian (this aircraft or UAV), (<u>5</u>) UIC (this aircraft or UAV).

C. INVOLVED EQUIPMENT. Nomenclature of aircraft or UAV parts and other equipment (not aircraft or UAV parts) involved in the mishap: (1) model, (2) make, (3) part number, (4) equipment code (as applicable), (5) configuration (DCBs or ASCs installed, version, etc.), (6) workunit code, (7) any other remarks needed for clarity.

D. ENVIRONMENT. For the mishap, list as follows (1) date, (2) local time, (3) local time zone, (4) day or night, (5) mishap location. Report latitude and longitude to the nearest minute, except mishaps occurring within 5 NM of an airfield. For those mishaps, report latitude/longitude to the nearest second. For all mishaps report the country, and geographic area and nearest city, town, or significant landmark, as appropriate. If the mishap occurred aboard a ship or airfield, give the name of the ship or airfield and location on the ship or airfield. If the mishap did not occur aboard a ship or airfield, give magnetic bearing and distance from the nearest named airfield, air navigation facility (NAVAID), or town, or give the magnetic bearing and distance from departure ship or scheduled recovery ship, (6) altitude of the mishap above mean sea level, (7) weather at the location at time of the mishap, including flight deck or runway wind. If surface weather, list in sequence report format. If airborne, give in-flight visibility and all of the following which apply: distinct or obscured horizon, overcast, undercast, between layers, clear of clouds, in clouds, in-and-out of clouds.

3. CIRCUMSTANCES. List the following information, as applicable:

A. ORIGIN. Provide the name of the departure ship or airfield. If takeoff location was neither a ship nor an airfield, provide latitude and longitude to the nearest minute.

B. MISSION. State aircraft or UAV mission in plain language.

C. TOTAL MISSION REQUIREMENT CODE. Use codes listed in OPNAVINST 3710.7N. USMC also use T & R Codes.

D. TYPE OF FLIGHT PLAN. State VFR, IFR, DVFR, etc., and (if known) if the pilot was or was not in instrument meteorological conditions at the time of mishap.

E. DESTINATION. List next intended point of landing in the same manner as 3A above.

F.  AIRCRAFT OR UAV EVOLUTION.  Describe that activity in which the aircraft was involved, i.e., cruise, 30-degree dive, ingress, egress, etc.

4.  MISHAP CLASSIFICATION.  State that information upon which mishap classification is based.  See paragraphs 312 and 313.

5.  DAMAGE AND COSTS.  Itemize the aircraft or UAV, equipment, property damage, and costs as follows.

A.  AIRCRAFT OR UAV.  If an aircraft or UAV was destroyed, so state.  If not, describe all aircraft or UAV damage and list cost.  Itemize costs, including hours to repair (refer to chapter 3).  If more than one aircraft or UAV was damaged, list model, bureau number, hours to repair, and cost each separately.

B.  DOD PROPERTY DAMAGE.  Per major item, describe all DOD property damage and list cost.  Describe property damage, and itemize costs, including hours to repair (refer to chapter 3).

C.  NON-DOD PROPERTY DAMAGE.  Describe all non-DOD property damage and itemize cost (refer to chapter 3).

6.  PERSONNEL INFORMATION, INJURIES, AND COSTS.  Provide all information below whether or not injuries are involved.

A.  SOULS ON BOARD.  List total for each aircraft involved.

B.  CREW.  State the total number of crewmembers aboard each mishap aircraft or UAV.  Then, for each crewmember (UAVs include EP - external pilot, IP - internal pilot and PO - payload operator) list the crew duty assigned (e.g., HAC, copilot, flight engineer, etc.).  Designate who was at the controls at the time of the mishap, rank/rate, (list name(s) or social security number(s) in messages, if next of kin have been notified), NEC/designator/MOS, service, parent organization, duty status (refer to chapter 3), injury classification (refer to chapter 3), describe the most significant injuries, days hospitalized and additional days away from work.  State if NVDs were being used.  For the pilot, copilot and NFOs, state total flight hours, hours in model, and flight hours last 30, 60 and 90 days.

C.  TOTAL NUMBER OF PASSENGERS.  List total number of passengers in each mishap aircraft.

(1) <u>INJURED PASSENGERS</u>.  State the total number of
injured passengers:  give rank/rate, NEC/designator/MOS,
service, specify DOD or non-DOD (refer to chapter 3), parent
organization, duty status, injury, describe the most significant
injuries, days hospitalized and additional days away from work.

(2) <u>UNINJURED PASSENGERS</u>.  Enter the total number of
uninjured passengers in each mishap aircraft.

D.  <u>INJURED BYSTANDERS</u>.  Enter the total number of injured
bystanders, then list them:  give NEC/designator/MOS, service,
specify if DOD or non-DOD, duty status, civilian or military,
injury, describe the most significant injuries, days
hospitalized, and additional days away from work.

E.  <u>AEROMEDICAL ANALYSIS</u> (will or will not) <u>BE SENT.</u>  State
whether an aeromedical analysis will be sent, and if not, tell
why.  (See paragraph 716d(3))

7.  <u>MISHAP INVESTIGATION</u>.  Include the following, if applicable:
    - Requests for assistance.  State what help you need, when
and where it is needed, and the source of that assistance, if
known.  When asking for help from the controlling custodian or
from an activity external to that command, preface the request
with the phrase <u>FOR</u> (controlling custodian).  Preface requests
for assistance from activities subordinate to the controlling
custodian in a similar fashion and ensure that the activity is
an action addressee on the message.  See chapter 6 for
information on requesting assistance.
    - Requests for relief from investigative and reporting
responsibilities:  Give detailed justification.  Preface the
request with the phrase <u>FOR</u> (controlling custodian).  See
chapter 6 for information on requesting relief from
investigative and reporting responsibilities.
    - Requests for extension of SIR deadlines.  Preface the
request with the phrase <u>FOR</u> (controlling custodian).  See
chapter 7 for information on requesting extension of SIR
deadlines.
    - Requests for salvage of submerged wreckage.  See paragraph
609c.
    - Location of aircraft wreckage, if different from mishap
location.
    - Information on progress of the mishap investigation.  See
paragraph 508.
    - Flight Data Recorder recovered/activity where
forwarded/date/which traceable means used.  See subparagraph
716c(7).

- PLAT Tape obtained/activity where forwarded/date/which traceable means used.  See paragraph 717.
- Tower Tapes or recordings of air control transmissions obtained/date.
- Justification for upgrading, downgrading or category changes.  See paragraph 513.

8.  JAG MANUAL INVESTIGATION.  Always include the phrase:  THIS MISHAP (DOES/DOES NOT) MEET THE REQUIREMENTS IN REF B FOR A JAG MANUAL INVESTIGATION.  If appropriate, include the phrase: INVESTIGATION INITIATED DATE, BY (convening authority).

9.  AVIATION MISHAP BOARD.  List the rank, name, and command of the members of the AMB.  List the membership as it was appointed in compliance with subparagraph 206b or, if appropriate, list the membership as changed to comply with subparagraph 206c. List all members, regardless of the degree of their participation in the mishap investigation.  Enter (SENIOR MEMBER) following that officer's name.  List the individual designated to answer telephone inquiries, DSN and commercial telephone numbers in the POC/ line above the RMKS/ line.  If embarked, so state.  Listing a FAX, INMARSAT, or Cell Phone numbers, will facilitate contact with the board.
- SENIOR MEMBER:
- FLIGHT SURGEON:
- OTHERS:  (if assigned).

10.  NARRATIVE.  Write an extended narrative describing the circumstances.

To reduce message traffic in a CNO-designated combat zone reporting custodians may submit a summary of Class B and C aviation mishaps resulting from DEA on a weekly basis.  Summary reports are to be submitted as follows.

UNCLAS FOUO //N03750// reporting custodian, (e.g., VF-99) DEA SUMMARY OF CLASS B AND C AVIATION MISHAPS, period of report, (e.g., 010000L - 080000L, month, year)/THIS IS A GENERAL USE NAVAL AVIATION DEA MISHAP DATA REPORT (-UAV for UAV mishaps only)

MSGID/GENADMIN/originator/message serial number/month//

SUBJ/AVIATION DEA/  REPORT SYMBOL OPNAV 3750-22//

REF/A/DOC/OPNAVINST 3750.6R/-//
REF/B/Other references as appropriate//

NARR/REF A IS THE NAVAL AVIATION SAFETY PROGRAM.  REF B IS (list
other references as appropriate//

POC/name of primary point of
contact/(rank)/(code)/(location)/TEL:(phone number or
"deployed")/TEL:(phone number)//

RMKS//1.  THIS REPORT CONTAINS A SUMMARY OF CLASS B AND C DEA
AVIATION MISHAPS FOR THE PERIOD enter period of report.
ENDORSEMENT NOT REQUIRED.

2.  MISHAP DATA:  A.  date of mishap, B.  mishap serial number,
C.  model aircraft and bureau number, D.  location, E.  phase of
flight, F.  speed, G.  altitude, H.  damage code and description
of mishap and damage, I.  name(s) of injured person(s), branch
of service (indicate if DNA), J.  diagnosis and cause (how and
when incurred) of all injuries, K.  weather at scene; L.
miscellaneous or other pertinent information, M.  mishap
narrative.

3.  Report second and subsequent mishaps in above format.

    Note

Enter every item number followed by the data or, if appropriate,
"UNKNOWN".

        (3) In investigating and reporting operational mishaps
in a combat zone proceed as follows:

        (a) AMB may consist of one investigating officer
(Naval Aviator or Naval Flight Officer) and one flight surgeon.
The investigating officer must be senior to the pilot and
mission commander involved in the mishap.

        (b) Report aviation mishaps in an initial and an
amended MDR and submit a modified SIR package which includes the
SIR message plus appropriate forms, including aeromedical
analysis section if conditions of paragraph 716d(3) exist.

        (c) Time Limits.  Time limits for combat zone
aircraft Class A MDR messages (both DEA and operational) are:
initial message within 12 hours; amended message within 24
hours.  Send all other aviation MDR messages within 7 days of
the mishap.  Send operational SIRs not later than 30 days after
the mishap.

(d) <u>Classification</u>.  Send all reports unclassified unless, for reasons of clarity, a classified report is necessary.  Classify only the lines containing the classified information.  Mark them clearly and avoid unnecessarily classifying an entire paragraph or page.  See appendix I for guidance on classification and declassification.

(e) <u>Distribution</u>.  Address combat zone DEA MDR messages to COMNAVSAFECEN, info to CNO, CMC, COMNAVAIRSYSCOM, and the controlling custodian.  Commanders may direct their reporting custodians to include other commands as info addressees.  There will be no endorsements to DEA reports.  Combat zone operational SIRs will receive the same distribution as shown in appendix 7A-1 or 7B-1.

(4) If DEA occurs where no official combat zone exists, send the initial MDR message within 12 hours; amended reports in 24.  No SIR is required.

(a) DEA AMBs may consist of one investigating officer (designated Naval Aviator or Naval Flight Officer) and one flight surgeon.

(b) No SIR forms are required.